

REQUIRED ITEMS CHECKLIST

FOR SIGN PERMITS

Sign Permits

- Complete construction drawings for any proposed signs, to include
 - Site plan and building and sign elevations depicting sign locations on building or ground
 - Means of attachment of sign to ground
 - Material of sign
- Landscape plan for Monument sign
- Color sketch or color photograph of the sign and building, as well as any contiguous street or buildings in order to display how the proposed sign appears in relation to surroundings
- Written consent of owner of the building, structures, or land on which the sign is to be erected

Temporary Sign Permits

- Position of the sign on the building or ground, including:
 - Site plan and building and sign elevations depicting sign locations on building or ground
 - Means of attachment of sign to building or ground
 - Material of sign
 - Text on proposed sign
 - Size of sign
- Color sketch or color photograph of the sign and building
- Date(s) sign will be erected
- Written consent of owner of the building, structures, or land on which the sign is to be erected

